



CASE MANAGEMENT/ELECTRONIC CASE FILING ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL

IN THE UNITED STATES DISTRICT COURT FOR THE DISTRICT OF ARIZONA

Sandra Day O'Connor United States Courthouse
401 West Washington Street, Suite 130
Phoenix, AZ 85003
(602) 322-7200

Evo A. DeConcini United States Courthouse
405 West Congress Street
Tucson, AZ 85701
(520) 205-4200

District of Arizona
Case Management/Electronic Case Filing
Administrative Policies and Procedures Manual

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I. THE ELECTRONIC FILING SYSTEM

A. DEFINITIONS

CASE MANAGEMENT/ELECTRONIC CASE FILING SYSTEM, referred to in these procedures as the system or CM/ECF, means the Internet-based system for filing documents and maintaining court case files in the United States District Court for the District of Arizona.

DOCUMENT means pleadings, motions, exhibits, declarations, affidavits, memoranda, papers, orders, notices, and any other filing by or with the court.

ELECTRONIC FILING means uploading a document directly from the registered user's computer in "Portable Document Format" (.pdf), using the CM/ECF system to file that document in the court's case file. Individual .pdf documents must not exceed two (2) megabytes (MB) in size with a maximum of 200 dots per inch (dpi). Mountain Standard Time applies to all filings.

Sending a document or pleading to the court via e-mail other than as described below does not constitute "electronic filing."

INITIATING DOCUMENTS include civil complaints, notices of removal, civil cover sheets, supplemental cover sheets, criminal indictments, superseding indictments, informations, complaints, petitions, notices to appear, summonses and warrants.

NON-ELECTRONIC FILING means, where permitted, submitting a document to the court in paper or other tangible form. Documents submitted in this manner will be scanned, uploaded, filed and maintained in the CM/ECF system unless these procedures provide otherwise.

NOTICE OF ELECTRONIC FILING, referred to in these procedures as NEF, is a notice automatically generated by the CM/ECF system at the time a document is filed with the court. The notice sets forth the time of filing, the name of the attorney/and or party filing the document, the type of document, the text of the docket entry, the name of the party and/or attorney receiving the notice, and an electronic link (hyperlink) to the filed document which allows recipients to retrieve the document automatically.

PACER (Public Access to Court Electronic Records) is an automated system that allows a subscriber to view, print and download court case file information over the Internet for a fee.

.pdf refers to Portable Document Format, a proprietary file format developed by Adobe Systems, Inc. A document file created with a word processor, or a paper document which has been scanned, must be converted to Portable Document Format to be electronically filed with the court. Converted files contain the extension “.pdf”. Documents which exist only in paper form may be scanned into .pdf for electronic filing. Electronic documents must be converted to .pdf directly from a word processing program (e.g., Microsoft Word® or Corel WordPerfect®).

REGISTERED USER is an individual who has been issued a login and password by the court to electronically file documents.

TECHNICAL FAILURE is defined as a malfunction of court-owned/leased hardware, software, and/or telecommunications facility which results in the inability of a registered user to submit a filing electronically.

B. GENERAL POLICIES

Unless otherwise permitted by these administrative procedures, Local Rules, or General Orders of the court, or unless otherwise specifically authorized by a judge, all documents submitted for filing in this district on or after August 1, 2005, must be electronically filed using CM/ECF. Electronic transmission of a document to the CM/ECF system, together with the transmission of a Notice of Electronic Filing from the court, constitutes filing of the document for purposes of Rule 5(e) of the Federal Rules of Civil Procedure, and constitutes entry of the document on the docket kept by the Clerk of Court under Rules 58 and 79 of the Federal Rules of Civil Procedure. When a document has been electronically filed, the official record is the electronic recording of the document as stored by the court, and the filing party is bound by the document as filed. This includes information transmitted to the court in electronic format or converted by the court from paper submissions.

1. The Clerk's Office will not maintain a paper court file in any case filed on or after August 1, 2005, except as otherwise provided by these procedures.
2. Registration in the CM/ECF system is mandatory for attorneys.
3. Electronic filing is expected for all attorneys beginning August 1, 2005.
 - a. It is the responsibility of the filing party to maintain an electronic mailbox of sufficient capacity to receive electronic notice of case-related transmissions.
 - b. After leave to appear *pro hac vice* has been granted, attorneys

shall have five (5) days to register for electronic filing.

- c. If an attorney fails to file electronically and does so without leave of court, he or she must also file a ["Notice of Non-Compliance with Mandatory Electronic Filing"](#) setting forth the reason(s) for filing in non-electronic form.
 - d. An attorney may apply to the assigned judge for permission to file documents in paper form (if no judge has been assigned to the matter, the application would go to the senior administrative judge in the division in which it is filed). After August 1, 2005, attorneys must show good cause in each case to file and serve using non-electronic filing. Unless otherwise ordered by the court, attorneys who are granted approval for non-electronic filing will be required to include with paper filings a properly labeled CD-ROM containing .pdf files of all papers filed with the court. Permission for non-electronic filing may be withdrawn at any time by the court and the attorney may be required to file documents using the CM/ECF system.
- 4. Documents submitted for filing in the CM/ECF system must be in a Portable Document Format (.pdf). Documents which exist only in paper form may be scanned into .pdf for electronic filing. All electronic documents must be converted to .pdf directly from a word processing program (e.g., Microsoft Word® or Corel WordPerfect®).
 - 5. If documents are accepted for filing in paper form, it is the responsibility of the filer to ensure the paper document can be scanned with a legible image. The court encourages such documents to be black print on white paper for maximum contrast. The court may strike filings that are illegible or unable to be scanned.
 - 6. A judge of this court may deviate from these procedures in specific cases, without prior notice, if deemed appropriate for the just, speedy, and inexpensive determination of matters pending before the court.
 - 7. The court may amend these procedures at any time.

C. REGISTRATION

Before filing in this court, all attorneys in good standing must register for the CM/ECF system by completing the on-line [registration form](#).

Registration permits filing and retrieval of documents and constitutes consent to electronic service of documents by e-mail, as provided by the Federal

Rules of Civil Procedure. An attorney may register up to two (2) additional e-mail addresses.

Upon confirmation of the e-mail address, the attorney's login and password will be sent by e-mail.

An attorney whose e-mail address, mailing address, telephone or fax number has changed must update the information through the CM/ECF utility menu and file a timely notification of the changes.

D. LOGINS AND PASSWORDS

Each attorney who completes registration will be issued one login and password. Documents filed under an attorney's login and password will constitute that attorney's signature for purposes of the Local Rules and Federal Rules of Civil and Criminal Procedure, including Rule 11 of the Federal Rules of Civil Procedure. Therefore, only one password will be issued and the attorney should not permit the password to be used by anyone other than an authorized agent. The attorney is responsible for all documents filed with his or her password.

If a registered user believes the security of an existing password has been compromised, the user must change the password immediately through the CM/ECF system utility menu and must immediately notify the Clerk's Office.

E. PRIVACY

1. Redacted Documents

Unless otherwise ordered by the court, parties must refrain from including, or must partially redact where inclusion is necessary, the following personal identifiers from all pleadings and documents filed with the court, including exhibits thereto:

- a. Social Security numbers. If an individual's Social Security number must be included in a pleading or document, only the last four (4) digits of that number should be used.
- b. Names of minor children. If the involvement of a minor child must be mentioned, only the initials of that child should be used.
- c. Dates of birth. If an individual's date of birth must be included in a pleading or document, only the year should be used.

- d. Financial account numbers. If financial account numbers are relevant, only the last four digits of these numbers should be used.
- e. Home address. If a home address must be included only the city and state should be listed.

The responsibility for redacting personal identifiers rests solely with the parties. The Clerk's Office will not review each document for compliance with this rule.

2. Unredacted Documents

A party filing a document(s) containing the personal identifiers listed above may also file a reference list under seal. The reference list must contain the complete personal identifier(s) and the redacted identifier(s) used in its (their) place in the filing. All references in the case to the redacted identifiers included in the reference list will be construed to refer to the corresponding complete personal identifier. The reference list must be filed under seal, and may be amended as of right. The court may still require the party to file an unredacted copy of the document under seal.

II. ELECTRONIC FILING AND SERVICE OF DOCUMENTS

A. FEES PAYABLE TO THE CLERK

Any fee required for filing a document in District Court is payable to the Clerk of the Court by credit card, check, money order or cash.

1. The Clerk's Office will document the receipt of fees on the docket with a text-only entry.
2. The Clerk's Office will not maintain billing or debit accounts for lawyers or law firms.
3. New civil cases will not be processed until the filing fee has been paid.

B. FILING NEW CASES

1. Civil Complaints, Notice of Removal or Other Initiating Documents in a Civil or Miscellaneous Case Filed by Attorneys

Initial case filings by attorneys in civil actions shall be lodged electronically by first creating a new case with a temporary case number. After the case is created, the initial pleading, with the [Civil Cover Sheet \(JS-44\)](#) as an attachment, must be docketed. A notice of removal (including a copy of the state court record) will be handled similarly, including a [Supplemental Civil Cover Sheet](#) as an attachment. Miscellaneous cases will also be lodged electronically, without the Civil Cover Sheet (JS-44).

For a party requesting an immediate hearing on a motion for temporary restraining order, they may come to Customer Service AFTER electronically lodging the complaint and related documents. A permanent case number will be assigned and a judge will be randomly drawn to hear the matter. Counsel should bring courtesy copies of all documents for the judge.

After the case has been created and the lead event has been docketed, the filing fee must be paid either by electronic submission of a credit card number or by other means within forty-eight (48) hours of lodging the complaint. Failure to make payment may result in the case being stricken.

The filer will be notified electronically when the new case has been opened and assigned a case number and judge. Summonses in civil actions will be issued automatically and returned electronically.

Unregistered attorneys applying to appear *pro hac vice* should file a motion/application for *pro hac vice* in .pdf on a properly labeled CD-ROM, which will also include any document(s) to be filed. The original paper Certificate of Good Standing and payment of the fee must be delivered to the Clerk's Office in Phoenix, Attention: Attorney Admissions Clerk. After leave to appear *pro hac vice* has been granted, the attorney shall have five (5) days to register for electronic filing.

Registered attorneys who wish to enter a new *pro hac vice* appearance may file the motion/application for *pro hac vice* and supporting documentation electronically, along with any other document(s) to be filed in the case. The attorney must also electronically submit the *pro hac vice* admission fee at that time. The original paper Certificate of Good Standing must be delivered to the Clerk's Office in Phoenix, Attention: Attorney Admissions Clerk.

2. Criminal Complaints, Indictments

Complaints must be presented to the duty magistrate judge in paper form. The Clerk's Office will scan the complaint and open the case.

The U.S. Attorney's Office will submit the indictment, along with a redacted version of the indictment in paper form during the Grand Jury return. The Clerk's Office will scan the documents and open the criminal case.

New criminal cases are deemed filed the day the Clerk's Office receives the initiating document. The U.S. Attorney's Office will be notified electronically when the new case has been opened and assigned a case number and judge.

3. Pro Se Filers

Unless otherwise authorized by the court, all documents submitted for filing to the Clerk's Office by parties appearing without an attorney must be in legible, paper form. The Clerk's Office will scan and electronically file the document.

A pro se party seeking leave to electronically file documents must file a [motion](#) and demonstrate the means to do so properly by stating their equipment and software capabilities in addition to agreeing to follow all rules and policies referred to in the CM/ECF Administrative Policies and Procedures Manual. If granted leave to electronically file, the pro se party must register as a user with the Clerk's Office and as a

subscriber to PACER within five (5) days.

A pro se party must seek leave to electronically file documents in each case filed. If an attorney enters an appearance on behalf of a pro se party, the attorney must advise the Clerk's Office to terminate the login and password for the pro se party.

C. SIGNATURES

1. Registered Users

The registered user log-in and password required to submit documents to the CM/ECF system will serve as that registered user's signature for purposes of Rule 11 of the Federal Rules of Civil Procedure and for all other purposes under the Federal Rules of Civil, Criminal and Appellate Procedure and the Local Rules of this court. The name of the CM/ECF registered user under whose log-in and password the document is submitted must be preceded by a "s/" and typed in the space where the signature would otherwise appear.

2. Non-Registered Signatories

If the original document requires the signature of a non-registered signatory, the filing party must scan and electronically file the original document. The electronically filed document maintained on the court's servers will constitute the official version of that record. The filing party must retain the original document for the duration of the case, including any period of appeal.

3. Multiple Signatures

The filer of any document requiring more than one signature must:

- a. Certify that the content of the document is acceptable to all persons required to sign the document by obtaining either physical signatures or authorization for the electronic signatures of all parties on the document. Physical, facsimile or electronic signatures are permitted.
- b. Electronically file the document indicating the signatories as "s/Jane Doe," "s/John Smith," etc. for each electronic signature.

4. Criminal Defendants

A document containing the signature of a defendant in a criminal case must be electronically filed as a scanned document in .pdf. The filing party is required to verify the legibility of the scanned document before electronically filing it with the court. The filing party must retain the original document for the duration of the case, including any period of appeal.

Any party challenging the authenticity of an electronically filed document, or the authenticity of the signatures themselves, must file an objection to the document within ten (10) days of receiving the Notice of Electronic Filing.

D. SERVICE

1. Summons

Summonses in civil actions will be issued automatically and returned electronically.

Rule 5(b) of the Federal Rules of Civil Procedure and Rule 49(b) of the Federal Rules of Criminal Procedure do not permit electronic service of process. Therefore, service of a summons or subpoena must be effected pursuant to Rule 4 and 4.1 of the Federal Rules of Civil Procedure and Rule 4 of the Federal Rules of Criminal Procedure.

After a summons has been served, the serving registered user must promptly scan the return of service and electronically file it. Non-registered filers may file the return of service with the Clerk's Office. The document will be scanned and electronically filed.

2. Service of Documents

Whenever a document is electronically filed in accordance with these procedures, the CM/ECF system will generate a "Notice of Electronic Filing" (NEF) to the filing party, the assigned judge and any registered user in the case. The NEF will constitute service of the document for purposes of the Federal Rules of Civil, Criminal and Appellate Procedure. Registration as a CM/ECF user constitutes consent to electronic service through the court's transmission facilities.

Each registered user of the CM/ECF system is responsible for assuring that the user's e-mail account is monitored regularly, and that e-mail notices are opened in a timely manner.

A certificate of service is required when a party electronically files a document. The certificate must state the manner in which service or notice was accomplished on each party.

Sample [Certificate of Service](#).

Any document that is not filed electronically (i.e., sealed) must be served as a paper copy.

A party who is not a registered participant of CM/ECF is entitled to service of a paper copy of any electronically filed document. The filing party must serve the non-registered party with the document according to the Federal Rules of Civil Procedure.

A non-registered filing party who files document(s) with the Clerk's Office for scanning and entry to CM/ECF must serve paper copies on all non-registered parties to the case. There will be some delay in the scanning, electronic filing and subsequent electronic noticing to registered users. If time is an issue, non-registered filers should consider paper service of the document(s) to all parties.

Policy on Courtesy Copies for Chambers:

A paper courtesy copy of an electronically filed document must be submitted directly to the assigned judge for certain document types. Courtesy copies are required for all filings except routine discovery notices. To verify electronic filing, a copy of the Notice of Electronic filing must precede the first page of the courtesy copy. The next business day after the electronic filing, the courtesy copy must be either post-marked and mailed directly to the judge or hand-delivered, to the judge's mail box located in the courthouse. If the nature of the filing is such that the need for a judge's immediate attention is anticipated or desired, a courtesy copy shall be delivered on the same day as the filing. Paper courtesy copies must also comply with all requirements in LRCiv 7.1. Courtesy copies are to be addressed to the assigned judicial officer and not the Clerk's Office. **Mailing addresses for the judicial officers may be found at www.azd.uscourts.gov.**

Policy on Courtesy Copies in Death Penalty Habeas Corpus Cases:

In death penalty habeas corpus cases, the paper courtesy copy of an electronically filed document that would normally be sent to the assigned judge, must be directed to the "Capital Case Staff Attorney Section" in the appropriate division.

E. TITLE OF DOCKET ENTRIES

The party electronically filing a document is responsible for designating a docket entry title for the document by using the appropriate [docket event\(s\)](#).

F. HYPERLINKS

In order to preserve the integrity of the court record, attorneys wishing to insert hyperlinks in court filings shall continue to use the traditional citation method for the cited authority, in addition to the hyperlink. The Judiciary's policy on hyperlinks is that a hyperlink contained in a filing is no more than a convenient mechanism for accessing material cited in the document. A hyperlink reference is extraneous to any filed document and is not part of the court's record.

G. PROPOSED ORDERS AND ORDERS

1. Proposed Orders

- a. Electronically submitted orders must not be submitted or filed as part of the motion or stipulation. Following the filing of the motion or stipulation, a proposed order in WordPerfect format and .pdf version of the motion or stipulation should be sent to the court in a separate, non-CM/ECF generated e-mail message. The proposed order must not contain any form of signature line or block for the judge.
- b. The proposed order, as well as a .pdf version of the related motion or stipulation, should be attached to an Internet e-mail message and sent to the e-mail address of the assigned judge. The subject line of the message should contain the case number and title of the case, and the text of the message should reference the document number assigned to the motion or stipulation assigned by the CM/ECF system when it was electronically filed. A typical e-mail message subject line would appear as follows: "Proposed Order in 2:05cv12345 Smith vs. Jones, et al."
- c. All proposed orders must be submitted in WordPerfect compatible format. When saving a document in a word processing program other than WordPerfect such as Microsoft Word, consider using the "Save as Type" option when saving the document. This should allow the document to be saved in a WordPerfect compatible format, which includes file types such as WordPerfect 5.x and Word 6.0/95. Proposed orders submitted to the judge in PDF will not be accepted.

E-mail addresses for the judges are as follows:

Phoenix District Judges

bolton_chambers@azd.uscourts.gov
broomfield_chambers@azd.uscourts.gov
campbell_chambers@azd.uscourts.gov
carroll_chambers@azd.uscourts.gov
martone_chambers@azd.uscourts.gov
mcnamee_chambers@azd.uscourts.gov
murguia_chambers@azd.uscourts.gov
rosenblatt_chambers@azd.uscourts.gov
silver_chambers@azd.uscourts.gov
strand_chambers@azd.uscourts.gov
teiborg_chambers@azd.uscourts.gov
wake_chambers@azd.uscourts.gov

Phoenix Magistrate Judges

anderson_chambers@azd.uscourts.gov
duncan_chambers@azd.uscourts.gov
mathis_chambers@azd.uscourts.gov
sitver_chambers@azd.uscourts.gov
voss_chambers@azd.uscourts.gov

Flagstaff Magistrate Judge

aspey_chambers@azd.uscourts.gov

Yuma Magistrate Judge

irwin_chambers@azd.uscourts.gov

Tucson District Judges

browning_chambers@azd.uscourts.gov
bury_chambers@azd.uscourts.gov
collins_chambers@azd.uscourts.gov
jorgenson_chambers@azd.uscourts.gov
marquez_chambers@azd.uscourts.gov
roll_chambers@azd.uscourts.gov
zapata_chambers@azd.uscourts.gov

Tucson Magistrate Judges

edmonds_chambers@azd.uscourts.gov
estrada_chambers@azd.uscourts.gov
guerin_chambers@azd.uscourts.gov
marshall_chambers@azd.uscourts.gov
pile_chambers@azd.uscourts.gov
velasco_chambers@azd.uscourts.gov

Visiting Judges

Sedwick_Chambers@akd.uscourts.gov

If a proposed order is to be directed to a visiting judge whose address does not appear above, it is the attorneys' responsibility to make inquiry of the presiding judge or his/her staff to confirm the manner in which such documents are to be transmitted to chambers.

- d. In death penalty habeas corpus cases, proposed orders must be sent to the Capital Case Staff Attorneys instead of the assigned judge. The e-mail address for the Capital Case Staff Attorney section is:

capitalcase@azd.uscourts.gov

2. Orders of the Court

- a. All signed orders will be electronically filed. An order signed electronically has the same force and effect as any other court order.
- b. Orders may be issued by a text-only docket entry. In such cases, a .pdf document will not be issued, and the text-only docket entry located within the Notice of Electronic Filing will constitute the court's only order in the matter. CM/ECF will generate a Notice of Electronic Filing to registered users. Parties not represented by a registered user will be served a copy of the order by mail.

H. PROPOSED DOCUMENTS

Proposed documents may include sealed documents, amended complaints, non-electronic filings, documents that exceed the page limitation, and other documents that cannot be filed without a court order.

With the exception of documents subject to being sealed, a proposed document must be attached as a .pdf exhibit to the motion requesting leave to file the document. After leave to file the proposed document has been granted, the filing party must electronically file the document.

I. SEALED, *EX PARTE* AND JUVENILE CASE DOCUMENTS

Any document submitted for filing under seal must be accompanied by a motion and proposed order authorizing such filing. If an *ex parte* document is submitted for filing under seal, or a document is filed in a juvenile case, the face of such document shall clearly note that it is filed under seal and reference the applicable statute, rule or order authorizing the sealed filing.

1. Documents Filed Under Seal

A party must file a motion to seal a document, with the document subject to sealing, in paper form. The documents must be enclosed in an envelope or container that is clearly designated as "sealed" and accompanied by a properly labeled CD-ROM containing a .pdf of the motion and document. If the motion is granted, the judge will issue an order authorizing the electronic filing by the Clerk's Office of the document under seal. This procedure is subject to change based on future enhancements to ECF system functionality for processing sealed documents. Documents filed under seal must be served as a paper copy.

2. Documents Filed *Ex Parte*

Documents submitted *Ex Parte* must be submitted in paper form, clearly designated "*Ex Parte*" and accompanied by a properly labeled CD-ROM containing a .pdf of the document.

3. Documents Filed in Juvenile Cases

Unless a juvenile is being tried as an adult, all documents filed in a juvenile criminal case must be filed under seal. The procedures for filing documents under seal must be followed in juvenile cases; however, a motion to seal is not required.

J. EXHIBITS

1. In General

- a. Only those excerpts that are directly related to the matter under

consideration may be submitted as exhibits. Exhibits and the excerpted material they contain must be clearly labeled. Responding parties may file additional related excerpts as exhibits.

- b. Exhibits must be submitted electronically in CM/ECF as attachments. If the entire exhibit exceeds two (2) megabytes with a maximum resolution of 200 dots per inch (dpi), it must be submitted in multiple segments, not to exceed two (2) megabytes each.
- c. The first page of the attachment should be an index of the attached exhibits.
- d. The filing party is required to verify the legibility of the scanned exhibits prior to electronically filing them with the court. Parties should scan documents in black and white, unless color is a critical feature of the information.
- e. Original exhibits must be retained by the submitting party for the duration of the case, including any period of appeal.

2. Non-Electronic Filing of Exhibits

A party may seek leave of the court to allow the non-electronic filing of exhibits when they are not convertible to electronic form (eg videotapes, maps, etc.). If leave is granted, the following procedure will apply:

- a. The filing party must prepare an index in pleading format to be submitted with the exhibits. The caption will state what document, if any, the exhibits are supporting. The actual exhibits must be tabbed and bound if appropriate.
- b. The index must be scanned and electronically filed by the Clerk's Office. The index and exhibits must be served on the other parties by the filer.

3. Evidentiary and Trial Exhibits

Evidentiary and trial exhibits must be submitted directly to the appropriate courtroom deputy clerk and will not be filed with the court.

K. FILING ERRORS/TECHNICAL FAILURES

1. Correcting Filing or Docket Errors

- a. Once a document is submitted and becomes part of the case docket, corrections to the docket may be made only by the Clerk's Office. The CM/ECF system will not permit the filing party to make changes to the document or docket entry once the transaction has been accepted.
- b. The filing party should not attempt to re-file an incorrectly filed document.
- c. The filing party must contact the Clerk's Office CM/ECF Help Desk as soon as an error has been discovered and provide the case number and document number. If appropriate, the Clerk's Office will make a docket entry indicating the document was filed in error. The filing party will be advised if the document needs to be re-filed.
- d. If the Clerk's Office discovers filing or docketing errors, the filer will be advised of what further action, if any, is required to address the error. However, if the error is minor, the Clerk's Office may correct the error, with or without notifying the parties.
- e. In the event it appears a document has been filed in the wrong case, the Clerk's Office will docket an entry indicating this possible error and notify the filing party. If it is confirmed as an error, the party will be directed to re-file the document in the correct case. The Clerk's Office will not delete any documents filed by a party unless ordered by the court.

2. Technical Failures

- a. Known court systems outages will be posted on the court's Internet web site, if possible.
- b. Problems on the filer's end, such as phone line problems, problems with the filer's Internet service provider (ISP), or hardware or software problems, will not generally excuse an untimely filing. A filer who cannot electronically file a document because of a problem on the filer's end must seek an alternative means of filing, such as the court's scanning/computer system located in the Clerk's Office to

electronically file the document.

- c. A registered user whose filing is untimely due to a technical failure may seek relief from the court.

L. TRANSCRIPTS

A .pdf of transcripts prepared by staff court reporters must be filed electronically in CM/ECF.

Transcripts prepared by contract court reporters or official transcribers must be submitted to the Clerk's Office in .pdf through e-mail to designated e-mail addresses. The e-mail addresses for contract court reporters and official transcribers are:

ecftranscripts_phoenix@azd.uscourts.gov

ecftranscripts_tucson@azd.uscourts.gov

Transcripts will not be available by remote access. Transcripts are available for viewing or purchase through the Clerk's Office.

This procedure is subject to change pending the outcome of a study underway by the Judicial Conference of the United States.

M. EXCEPTIONS TO ELECTRONIC FILING

The following documents must be submitted in paper form:

1. Administrative Records in Social Security Cases
2. *Ex Parte*
3. Grand Jury Matters, including:
 - a. Minute sheets
 - b. Grand Jury returns
 - c. Voting slips
 - d. Orders appointing alternate jurors
 - e. Motions and orders to quash subpoenas
 - f. Motions and orders to enforce subpoenas
 - g. Motions and orders for immunity
 - h. Motions and orders for appointment of counsel
4. Warrants Issued, including:

- a. Seizure warrants
 - b. Search warrants
 - c. Pen registers, Trap and Trace, Stinger warrants
 - d. Wire tap orders
 - e. Bench warrants
 - f. Arrest warrants
5. Pre-Indictment/Pre-Information, including:
 - a. Complaints filed by federal agents or the U.S. Attorney on behalf of federal agents
 - b. Affidavits related to Complaints
 - c. Warrants issued by other districts for defendants in the District of Arizona
6. Indictments
7. Writs to be issued by the court, including:
 - a. *Habeas Corpus*
 - b. Garnishment
 - c. Attachment
8. Unless available electronically, the state court record in habeas corpus cases filed under 28 U.S.C. §2254
9. 25% Magistrate Consent forms
10. Reports of medical or mental evaluations of criminal case defendants
11. Probation and Pretrial petitions
12. Transcript and Tape order forms
13. Any other document or filing that the court orders not to be electronically filed, imaged or maintained in the CM/ECF system.

III. SOCIAL SECURITY CASES

Unless otherwise ordered by the court, all documents, notices, and orders in Social Security reviews filed in District Court after August 1, 2005, must be electronically filed and noticed, except that Social Security transcripts must be filed and served non-electronically. Transcripts will not be scanned or otherwise placed in the electronic case file and remote access will not be available.

To address the privacy issues inherent in a Social Security review, Internet access to the individual documents will be limited to counsel and court staff. Docket sheets will be available over the Internet to non-parties. The file will also be available for public viewing at the Clerk's Office.

IV. PUBLIC ACCESS TO THE COURT DOCKET AND DOCUMENTS

A. PUBLIC ACCESS AT THE COURT

Access to the electronic docket and documents filed in the CM/ECF system are available for viewing to the public at no charge at the Clerk's Office during business hours.

B. INTERNET ACCESS

Remote electronic access to the CM/ECF system for viewing purposes is limited to subscribers to the Public Access to Court Electronic Records ("PACER") system. The Judicial Conference of the United States requires that a user fee must be charged for remotely accessing certain detailed case information, such as filed documents and docket sheets.¹

C. CERTIFIED AND NON-CERTIFIED COPIES

Certified and non-certified copies of filed documents may be purchased from the Clerk's Office. The fee for copying and certification will be in accordance with the Judicial Conference Schedule of Fees, following 28 U.S.C. § 1914.

¹ The access fee does not apply to official recipients of electronic documents, i.e. parties legally required to receive service or to whom service is directed by the filer in the context of service under the Federal Rules of Civil Procedure. Official recipients will receive the initial electronic copy of a document free to download as they see fit, but if they remotely access the document again, they will be charged.